

DD/S 66-4594

31 AUG 1966

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Training for Automatic Data Processing

1. We have a critical need to broaden the base of our understanding and competence in the methods and techniques of Automatic Data Processing Systems development and we must take advantage of every opportunity to enroll people in the training courses that are available.

2. Headquarters Employee Bulletin Number ☐ issued under date of 22 July 1966, describes the off-campus program for the coming academic year. Among the courses offered are five relating to Automatic Data Processing which offer an opportunity for exposure. I suggest that you remind your people that these courses are available and encourage anyone who is interested to take the courses on their own initiative and at their own expense. You may also find that you have some people who could be legitimately enrolled at Agency expense.

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3. In addition, there are four programs being offered by the Civil Service Commission during the month of September. Copies of the brochures describing each of these courses were sent to each Support Office several weeks ago. On 29 August, the Office of Training informed me that no one from the Support Directorate had been enrolled in three of these courses, and only one person is enrolled in the fourth. The courses are: ADP Orientation, 19-23 September, for which nominations were due 26 August; Management Information Theory, 26-27 September, for which nominations are due 2 September; ADP in Technical Information Systems (An Introduction), 28-30 September, for which nominations are due 2 September; and ADP System Analysis Seminar, 28 September - 23 November (part time, one day a week for eight weeks), for which nominations are due 2 September. We can ill afford to let these opportunities go by unutilized.

4. Please give this your prompt personal attention.

SIGNED Alan M. Warfield

Alan M. Warfield

Assistant Deputy Director
for Support

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